



# **SENECA COUNTY**

## **Emergency Medical Service**



### **Seneca County Emergency Medical Services Standard Administrative Guideline**

**Subject:** Probationary Membership Policy

**Reference Number:**

**Effective Date:**

**Revision Date:**

**Purpose:**

The purpose of this guideline is to establish a written policy for probationary membership into Seneca County Emergency Medical Services.

**Background:**

Historically Fire and EMS departments have utilized a probationary period for evaluating prospective members prior to them becoming full members. This system allows for all members of Seneca County EMS to evaluate and coach the probationary member and to assist the EMS coordinator and EMS director in deciding to allow the probationary member to become a full member of Seneca County EMS.

**Policy:**

All Probationary members shall complete necessary documentation and submit to Local District coordinator for approval.

The documents must include but are not limited to:

1. Candidate Application
2. Observer form
3. Cadet form
4. Training Grant Application

All Probationary members shall attend all meetings, functions, training classes and exercises held by their prospective local squad.

The probationary period shall be no less than 30 days prior to attending any training class paid for by Seneca County EMS.

The Probationary member shall receive an evaluation from the local district coordinator after 2 weeks of probationary membership.

If the member decides to terminate probationary membership or if the probationary member is terminated for cause, the evaluation will be done at the time of terminations.

Any probationary member may be terminated at any time during the probationary period.

A just cause shall be documented by the local coordinator and the probationary member shall be notified in writing.

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